

To all the family members and friends of 22d MEU (SOC) personnel,

The holidays are approaching, and we know you are very interested in sending emails to your loved ones of gatherings, festivities, and family events. Receiving emails with pictures and video clips are always welcome and definitely bring the joy of the holiday season out here to those of us on deployment. However, we would like to make you aware of the very limited amount of bandwidth we are allotted for emails of this nature. When we receive a large number of emails with large files attached (usually anywhere from 2-5 megabytes), this creates a backlog on our servers. This backlog, in turn, slows down the entire network, and not only does it impact work-related email, but also creates delays in your emails getting to your loved ones.

Many digital cameras come with applications that allow you to reduce the overall size of your pictures by up to 70%. There are other applications (Photoshop, MS Imaging) that allow you to reduce the file size of your pictures. Also, if you have several pictures or video clips usually resident on most personal computers:

Microsoft Paint

- 1- Click on Start->All Programs->Accessories->Paint
- 2- Drag (or copy and paste) your file into the Microsoft Paint window.
- 3- Click on Image->Stretch/Skew.
- 4- Input 2 equal percentages until the picture size is the desired size.
- 5- File->Save

Microsoft Picture Manager

- 1- Click on Start->All Programs->Microsoft Office->Microsoft Office Tools->Microsoft Office Picture Manager
- 2- Drag your file into the middle white part of the Microsoft Office Picture Manager window.
- 3- Double click on your image.
- 4- Click on Picture->Compress Pictures.
- 5- Select the radio button on the right labeled either Web pages or Documents.
- 6- Click OK

We know you want your loved ones to know you are thinking about them, and pictures, video clips etc are a great way to do that. However, please understand that we operate within a limited amount of bandwidth, and by you taking some action to reduce the size of files being sent to us, you increase the likelihood that everyone that is sent an email of this nature will get it in a timely fashion. Have a pleasant holiday season.